



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

8/5/14

Shawn Speer  
3208 Franbrook Terrace NW  
Cedar Rapids, Ia. 52405

Dear Shawn,

This letter is in regards to the August 4, 2014 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

A number of rules were determined out of compliance. Safety issues that need to be corrected by Monday, August 11, 2014 include covering all electrical outlets, locking up the cabinet where the cleaning supplies were stored or moving them to an area that is not accessible to a child, placing a safety barrier at the stairway to the second floor, removing the clothing from the area around your furnace so there is at least three feet of clearance, cleaning the hazards from the outdoor play area, and placing smoke detectors in all child occupied rooms and at the top of both stairways. I need you to call me by 4:30 p.m. on Monday August 11, 2014 to let me know these items have been corrected and brought into compliance.

The other items determined out of compliance in this letter need to be corrected within 45 days.

☐ 110.5(1) a Numbers for police, fire, ambulance, poison information posted by phone.

☐ 110.5(1) a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

**You did not have these numbers posted by the phone. Use the form I left with you for this.**

☐ 110.5(1) b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

**I observed two cleaner bottles with the warning "Keep out of the reach of children" under the kitchen sink. This cabinet either needs a lock on it or these items need to be removed and placed in an area not accessible to a child.**

☐ 110.5(1) c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

☐ 110.5(1) c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

**Your first-aid supplies were scattered and they were not together in one place for easy access. They were not available for me to look at to determine if you had the required supplies. I would**

**suggest you purchase a first-aid kit such as a Johnson and Johnson 170 items kit which will have all the required items in it. I have attached a list of items required to be in a first-aid kit.**

☐ 110.5(1) d Medicines are given only with written authorization from the doctor or parent.  
**You do not have written authorization from children's parents to apply sunscreen.**

☐ 110.5(1) e Electrical wiring shall be maintained.

☐ 110.5(1) e All accessible electrical outlets are safely capped.

**I observed outlets in the lower level and the bedroom on the second floor with no safety caps on them. Cover these outlets and make sure they stay capped.**

☐ 110.5(1) f Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters.

**You had clothes leaning against the water heater which you moved. Make sure you maintain a clear space of at least three feet around the furnace and water heater.**

☐ 110.5(1) g Safety barriers are at stairways and doors as needed.

**You need to place a safety barrier at the bottom of the stairway to the second floor.**

☐ 110.5(1) h A safe outdoor play area is maintained in good condition throughout the year.

**You need to remove the board with the rusty nails protruding and the pile of wood in the play area.**

☐ 110.5(1) j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

☐ 110.5(1) j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

**You did not have any plans posted in your home for this. Use the form I left with you to develop these plans and post them at the primary and secondary exits.**

☐ 110.5(1) k Fire and tornado drills are practiced monthly and documentation kept.

**You stated you are not doing these drills. Use the form I left with you to document the monthly practicing of these drills.**

☐ 110.5(1) m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

**You did not have a fire extinguisher in your home so purchase a 2A 10 BC rated one and place it in a visible and readily accessible place.**

☐ 110.5(1) n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

**You did not have smoke detectors in the rooms used for child care or at the tops of the stairways.**

☐ 110.5(1) n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

**You stated you are not doing testing these batteries. Use the form I left with you to document the monthly testing of the smoke detector batteries.**

☐ 110.5(1) o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).

**You need to post No Smoking signs at the entrances to your home and in the vehicle used to transport.**

☐ 110.5(1) u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

☐ 110.5(1) v The provider has written policies about responding to health-related emergencies.

**Use the guidelines I left for you as a guide to write these policies.**

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

**Since you did not have this information available to review you need to have all this required information available for review at the follow up visit.**

☐ 110.5(2) b Certificates or training verification documentation for:

☐ 110.5(2) b Within the first three months of registration:

☐ 110.5(2) b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

☐ 110.5(2) b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

**You stated you have taken these trainings but did not have documentation of this. Get copies of the certificates for these trainings and have them available for review on my follow up visit.**

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

**I did not find this information in the files for L.**

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

**I did not find this information in the files for L.**

☐ 110.5(8) c A signed medical consent from the parent authorizing emergency treatment.

**I did not find this information in the files for any children in your care.**

☐ 110.5(8) d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive

conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

**I did not find this information in the files for any children in your care.**

☐ 110.5(8) d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

**I did not find this information in the files for any children in your care.**

☐ 110.5(8) e For infants and preschoolers: A statement of health signed by a physician submitted annually.

**I did not find this information in the files for any children in your care.**

☐ 110.5(8) e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

**I did not find this information in the files for any children in your care.**

☐ 110.5(8) f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

**I did not find this information in the files for any children in your care.**

☐ 110.5(8) g A signed and dated immunization certificate provided by the state department of public health.

**I did not find this information in the files for any children in your care.**

☐ 110.5(8) h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

**I did not find this information in the files for any children in your care.**

☐ 110.5(8) i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

**I have enclosed a form you can use for this. The one you are using does not contain the specific information required. This form needs to be completed whenever you take a trip away from the child care home and signed by the parent (s) prior to the event.**

☐ 110.5(9) The provider meets the following requirements:

☐ 110.5(9) a Gives careful supervision at all times.

☐ 110.5(9) c Gives consistent, dependable care.

No determination made- still gathering information.

☐ 110.5(9) d Is present at all times, except if emergencies occur or an absence is planned.

No determination made- still gathering information.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 892-6803 if you have any questions regarding this letter.

Sincerely,

Social Worker II

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 563/324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).